
CHAPTER 5. EXECUTION OF MEDCASE/SUPERCEEP REQUIREMENTS

5-1. INTRODUCTION

Execution refers to the expending of MEDCASE/SuperCEEP funds for the acquisition of approved MEDCASE/SuperCEEP requirements. MEDCASE/SuperCEEP requirements are funded in the order determined by the STCPC, using the MEDCASE/SuperCEEP funds released to the activity's station account by the command. Any deviation from that plan must be approved by the STCPC via the USAMEDCOM. There are three methods for executing MEDCASE/SuperCEEP requirements: local purchase, requisitioning, or an alternate acquisition activity.

a. Local Purchase. To execute requirements by local purchase, the USAMMA issues a LOA directly to the participating activity. The LOA provides a fund citation (drawn from the activity's station account), which the activity applies to a DA Form 3953 (Purchase Request and Commitment) for local purchase. The issuance of an LOA constitutes a commitment of MEDCASE/SuperCEEP funds. Procedures for requesting and managing LOAs are contained in Chapter 7.

b. Wholesale Supply System. To execute MEDCASE/SuperCEEP requirements through the wholesale supply system, an activity submits a DD Form 1348-6 (DOD Single Line Item Requisition System Document) to the USAMMA. The USAMMA applies a MEDCASE/SuperCEEP fund cite to the 1348-6 and passes the requisition to the appropriate source of supply. The submission of a funded requisition to a wholesale supply source constitutes an obligation of MEDCASE/SuperCEEP funds. Procedures for requisitioning MEDCASE/SuperCEEP requirements are contained in Chapter 6. Appendix D contains an example of DD Form 1348-6 for use in preparing requisitions for MEDCASE/SuperCEEP requirements. Requisitioning via a 1348-6 is required for all diagnostic imaging systems.

c. Alternate Acquisition Activity. To execute MEDCASE/SuperCEEP requirements through an alternate acquisition agency, i.e., the U.S. Army Engineering and Support Center (USACE-HNC), Huntsville, AL, an activity submits a DD Form 1348-6 to the USAMMA. The USAMMA applies a MEDCASE/SuperCEEP fund cite to a MIPR drawn from the activity's station account. The requisition or MIPR is passed to the alternate acquisition activity. The acceptance of a reimbursable MIPR by the performing acquisition agency constitutes an obligation of MEDCASE/SuperCEEP funds. The acceptance of a direct cite MIPR constitutes a commitment of MEDCASE/SuperCEEP funds. Chapter 8 provides procedures for requisitioning alternate acquisition activity MEDCASE/SuperCEEP requirements.

5-2. FUNDING MEDCASE/SUPERCEEP REQUIREMENTS

a. Requirements will be funded based upon STCPC recommendations and final approval by the Army Surgeon General.

b. Requirements Listing. The WebMRE central database at the USAMMA provides status of all requirements in an online, real time mode. Chapter 10 provides information pertaining to online access to the MRE system.

5-3. FUNDS MANAGEMENT AT THE STATION

a. General. MEDCASE/SuperCEEP funds are released by the USAMEDCOM to the USAMMA. MEDCOM advises the USAMMA how to distribute funds among the subordinate activities based on the approved STCPC line items. Upon this advice, the USAMMA establishes accounts within the MEDCASE/SuperCEEP requirements and execution system that indicate the amount of funds for which each activity is authorized. These accounts are referred to as "station accounts."

b. Program Release. The program release is the actual distribution of funds by the USAMMA into the station accounts as directed by the commands. It will be made available as soon after 1 October of the execution year as possible. The program release is divided by BLIC (see chapter 3), and funding status is resident in the WebMRE. Status of all station accounts is available in an online, real-time mode. Chapter 10 provides information pertaining to online access to the WebMRE system.

c. Program Status. Activities are responsible for execution of their program release, to include current commitments and obligations by BLIC and project, if applicable.

(1) Commitments. A commitment is an administrative reservation of funds. It constitutes the "setting aside" of funds for a specific purpose. MEDCASE/SuperCEEP program commitments occur when the LOA is issued for the local purchase of a MEDCASE/SuperCEEP requirement or upon acceptance of a direct cite MIPR. Appendix C provides an example of an LOA. Commitments become obligations when a contract or delivery/purchase order from the local purchase action is posted to the WebMRE system.

(2) Obligations. An obligation is a legal reservation of funds. An obligation occurs when a contract or delivery/purchase order is posted to the MRE system or upon the submission of a funded requisition (DD Form 1348-6) to a wholesale level of supply or acceptance of a reimbursable MIPR by the performing acquisition agency. Appendix D provides an example of a requisition.

5-4. EXECUTION OF BLIC "MB" REQUIREMENTS

BLIC "MB" funds are medical MILCON funds appropriated by Congress for a health facility project that are set aside to procure LOGCAT code "E" and "F" equipment for the New Facility.

a. The Army Corps of Engineers has all MILCON funds for LOGCAT code "E" and "F" equipment at HQ USACE for control. The HQ USACE releases the funds for equipment purchases through USACE Regions after coordination with the Health Facilities Project Office responsible for the medical MILCON project.

b. Funding BLIC "MB" requirements. Activities will not receive a BLIC "MB" funds release.

c. Requisitions. All BLIC "MB" requirements will be executed by forwarding a requisition to USAMMA as prescribed in Chapter 6. The USAMMA will forward requisitions for LOGCAT code "E" items to USACE-HNC for procurement.

5-5. RECEIPT PROCESSING

a. Receipt Processing. The receipt processing links the MEDCASE/SuperCEEP, property accountability, and asset visibility in a database. This consists of accounting for the new item on the property book and submitting a Receiving Report.

b. Property Book Items. All items of equipment procured through the MEDCASE/SuperCEEP program must be accounted for on the activity property book. The ACN and IDC fields in the DMLSS property record must be correct. The nomenclature should be generic and consistent with standard item descriptions in appendix A. Attention should be directed toward compliance with procedures for DMLSS and command guidance.

c. MEDCASE/SuperCEEP Receiving Reports. MEDCASE/SuperCEEP receiving reports must be forwarded to the USAMMA within 5 business days of receipt IAW the Prompt Payment Act:

U.S. Army Medical Materiel Agency
ATTN: MCMR-MMO-AT
1423 Sultan Drive, Suite 100
Fort Detrick MD 21702-5001